



Kentucky Department for Libraries and Archives
Local Records Program



Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
Frankfort, Kentucky 40602-0537

Part A: Contact Information

Applicant Name: Donald R. Moore
Applicant Title: Jackson County Clerk
Office Address: P.O. Box 339
McKee, KY 40447
Phone Number: 606-287-7800
Email Address: jcclerk@titlesearcher.com
Federal ID Number: Co55100

Part B: Project Summary

Total Funds Requested: \$ 7645.00

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

We are requesting funds to upgrade our equipment for our existing records management system.



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Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: Business Information Systems
Vendor Address: 333 Industrial Park Road
Piney Flats, TN 37686
Vendor Phone and Email: 866-514-5192 (jeremy.dulgar@bisonline.com)

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☒
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Deed Books A-Z</i>	<i>1799-1858</i>	<i>L1317</i>	<i>\$6,255</i>
Printers, Monitors, Dell Towers, Scanner & Installation (Please see attached)	N/A	N/A	\$7645.00
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			\$7645.00

Section 2

Vendor Name: _____
Vendor Address: _____

Vendor Phone and Email: _____

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Shelving</i>	<i>N/A</i>	<i>N/A</i>	<i>\$9,040</i>
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			

****Please Attach Additional Sections, if needed.****



Kentucky Department for Libraries and Archives Local Records Program

Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

Our office has already started upgrading our existing equipment, but at this time we do not have sufficient funds to finish the project. Due to the age of the existing equipment we have already lost the use of a public look up station putting a strain on our office. It is imperative that we receive a grant so that we may move forward with replacing our aging equipment.

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☒ No ☐

The equipment will be located in the county clerk's vault.

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☒ No ☐

This involves the access to the imaged records and not the actual paper records.



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Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

This project will provide access to public terminals, so that they can research and print our
imaged records, instead of directly handling the paper copies, preventing wear and tear
on our hard copies. Our office will run an ad in our local paper informing our citizens of the
equipment upgrade.

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐
3. Can these records be removed from the office during the project? Yes ☐ No ☐ N/A ☒

4. In what format do these records exist? Select all that apply.

Paper ☐ Electronic Files ☐ Microfilm ☐ Microfiche ☐ Aperture Cards ☐

Other: Equipment for existing imaging system

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:

The equipment upgrade will allow our office to continue our digital imaging of all current and future
records, which allows us to keep several digital back up copies for any type of emergency.
It also creates ease and speed for the deputy clerks who handle recordings and customers
needing copies of various records.



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Part D: Certification


Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis


Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.



Authorized Local Government Official
Barry Shane Gabbard, Judge Executive

Typed or Printed Name and Title
04/08/2019

Date



Official Custodian of Records
Donald R. Moore, Jackson County Clerk

Typed or Printed Name and Title
04/08/2019

Date


**JACKSON COUNTY CLERK
P.O. BOX 339 MCKEE KY, 40447
PHONE: 606.287.7800
FAX: 606.287.4505**

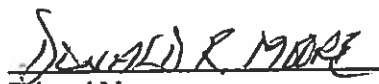
INVITATION FOR BID PROPOSAL

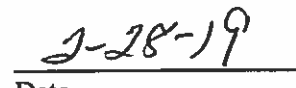
The office of the JACKSON COUNTY CLERK is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KRS 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.
5. Roll microfilm used in this project must be polyester based.
6. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
7. Grant funds may be expended for initial quality control cost. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
8. Offerers for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.
9. Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.
10. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bin on.
11. Offerers mus provide services or materials within the term of the grant following the beginning of the FY 2020 and subsequent availability of state funds.
12. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services stated.
13. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
14. Written proposals must be received no later than March 15, 2019 to be considered.


Signature/Title


Printed Name


Date

Attachment

The Jackson County Clerk is seeking bids for server upgrades, Three (3) computer workstations with one(1) scanner and two (2) printers. Equipment must be compatible with the current imaging and indexing system (BIS). Each station must include monitor, keyboard, mouse, tower, battery backup, external hard drive backup, etc.

Note: It is the sole responsibility of the prospective bidder to know all technology needed as well as current technology requirements and specifications. Vendor receiving this project must work with the current vendor to ensure adequate and appropriate conditions exist for equipment upgrade.

Bids must be returned to this office by March 15, 2019.

If you do not wish to bid, Please submit a NO BID.

If you have Questions, please contact the Jackson County Clerk's office at 606.287.7800.



March 15, 2019

Hon. Donald R. Moore, County Clerk
Jackson County Clerk's Office
P.O. Box 339
McKee, KY 40447

Dear Don:

I appreciate you giving DRMS an opportunity to bid on the KDLA grant project your office has proposed.

DRMS has opted to NO BID this proposal.

Please consider our company in the future to do this type of work.

Again, thank you for the opportunity to do work for your office.

Sincerely,

Trace Kirkwood
Marketing Manager
DRMS, Inc.
270-519-9293

1400 Husbands Road
PO Box 7256 Paducah KY. 42002-7256
270-443-1610

Potter, Angela (Jackson County Clerk)

From: Guy Zeigler <gzeigler@smllc.us>
Sent: Wednesday, February 27, 2019 12:55 PM
To: Moore, Donald (Jackson County Clerk)
Cc: Barnett, Larry (KDLA)
Subject: Invitation to Bid

Good Afternoon Donald,

Hope you are doing well.

Thank you for the Invitation to Bid on your KDLA grant project. We appreciate the opportunity to participate. However, at this time we submit "No Bid".

Sincerely,

Guy Zeigler
Software Management LLC



February 28th, 2019

Donald R. Moore
Jackson County Clerk
P.O. Box 339
McKee, KY 40447

Dear Donald,

Business Information Systems (BIS) is submitting this proposal regarding your equipment upgrades in response to your invitation for bid proposal dated 2/18/2019.

BIS has performed thousands of equipment installations and digitized millions of images that are being used today by over 300 government entities. These previous installations and digitization projects have laid the foundation for a successful procedure for the Jackson County Clerk's Office. BIS will meet and exceed the expectations of the Jackson County Clerk's Office.

Please take a moment to review the enclosed proposal. The proposal includes answers to the *Special Conditions* section of your invitation, as set forth by the KDLA, including price quotations.

Any questions relating to this proposal should be directed to Jeremy Dulgar, Solutions Consultant, at 866.514.5192 or jeremy.dulgar@bisonline.com. We look forward to working with you in the future.

Sincerely,

Jeremy Dulgar
Solutions Consultant
Business Information Systems



Business Information Systems
333 Industrial Park Road
Piney Flats, Tennessee 37686

Microsoft 
Registered Microsoft Partner

PROPOSAL

Business Information Systems
333 Industrial Park Road
Piney Flats, TN 37686

Proposal Number: SAQ9516
Proposal Date: 02/08/19
Page: 1
Date and Time: 02/08/19 1:40:16

Sell
To: JACKSON COUNTY CLERK KY
Donald Moore
PO BOX 339
MCKEE, 40447
United States

Ship Via	
Ship Date	02/08/19
Terms	Net 20

Customer ID	JAC090
SalesPerson	Jeremy Dulgar

Description	Unit	Qty	Unit Price	Total Price
<<<<<<<<<Printers>>>>>>>>				
Lexmark B2865dw Printer	EA	2.00	825.00	1,650.00
Lexmark B2865 550 Tray	EA	2.00	275.00	550.00
<<<<<<<<LookUp Station>>>>>>>>				
24" Wide LCD Screen Monitor	EA	3.00	225.00	675.00
Dell Optiplex Mini Tower	EA	3.00	725.00	2,175.00
600 VA UPS	EA	3.00	90.00	270.00
<<<<<<Workstation Peripheral>>>>>>>				
Fujitsu fi-7160 Scanner	EA	1.00	1,125.00	1,125.00
<<<<<<<<Installation>>>>>>>>				
Billable Travel Time	hour	2.00	100.00	200.00
Hardware Installation	hour	10.00	100.00	1,000.00

Amount Subject to Sales Tax	Amount Exempt from Sales Tax
0.00	7,645.00

Subtotal:	7,645.00
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total:	7,645.00



Special Conditions per the Kentucky Department for Library and Archives w/ BIS responses:

Note: BIS responses are italicized in blue.

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky State Archives and Records Commission, or from offerers who use certified laboratories to process their microfilm.

BIS' microfilm processes are certified by the Kentucky State Archives and Records Commission and are guaranteed to meet or exceed all quality standards.

2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:0550. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.

BIS maintains a very high standard of ethical business practices. Our policies conform to the Kentucky Department for Libraries and Archives' standards and regulations. As with past projects, BIS does not expect or anticipate payment until after each roll is tested and approved by the department.

3. Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.

BIS will provide the Kentucky Department for Libraries and Archives Copies of digital images upon completion.

4. Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.

BIS will submit the silver master to the Kentucky Department for Libraries and Archives once the primary copy has cleared quality control.

5. Roll microfilm used in this project must be polyester based.

BIS' microfilm utilizes a polyester base.



Business Information Systems
333 Industrial Park Road
Piney Flats, Tennessee 37686

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6. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll. (Note that miscellaneous items that may be filmed together are indicated on the attached list.)

For the most efficient use of the storage facility, BIS utilizes 100', 131', and 200' rolls. Roll counts are calculated based on the number of images to be filmed and type of book.

8. Offerers for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.

If necessary, BIS will perform an onsite evaluation of all materials. If an onsite evaluation cannot be made, a remote evaluation will take place via phone. BIS warrants that this proposal will meet all of Jackson County's special conditions.

9. Clarifications of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.

BIS will provide any further clarification of all terminology utilized in this proposal for the Jackson County Clerk's Office and the KDLA when needed.

10. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or segment for which the offerer is making a proposal, and a total cost of all sections bid on.

BIS has constructed our proposal in line item format. The total price of the project can be viewed on the last line of the proposal.

11. Offerers must provide services or materials within the term of the grant following the beginning of the FY 2020 and subsequent availability of state funds.

BIS has the capacity to satisfy the conditions of service in this proposal within the 2020 fiscal year.

12. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.

Upon acceptance of our proposal, BIS accepts all legal obligations to fulfill any contractual agreements as outlined by Jackson County and the KDLA.



Business Information Systems
333 Industrial Park Road
Piney Flats, Tennessee 37686

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13. Selection of a bid proposal is contingent upon the award of the Local Records Program Grant and subsequent availability of state funds.

BIS shall not perform any services, provide any equipment, nor bill for either, prior to the receipt of grant funds.

14. Written bid proposals must be received no later than March 15th, 2019 to be considered.

BIS' proposal has been completed, as outlined, and shall be submitted within reasonable time prior to this deadline of March 15th, 2019.



Business Information Systems
333 Industrial Park Road
Piney Flats, Tennessee 37686

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